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OFFICE OF PERSONNEL - MONTHLY REPORT

June 1964

I HIGHLIGHTS

Agency Rolls Back its Average Grade The classification review, reported last month, designed to roll back the average grade of Agency positions to the level that existed a year ago has been completed. The new average grade, as of 30 June 1964, is 9.82. This represents a drop of .04 from the average existing when the review began, and .01 below the level of 1 July 1963. The rollback was accomplished primarily by reducing vacant positions and by establishing more realistic "job ladders" in units where employees were obviously "underslotted."

Position adjustments made during the review will have little effect on opportunities for career advancement in the Agency. The new average position grade of 9.82 is still .42 above the average CIA employee grade and thus provides sufficient "headroom" for 6,720 one-grade promotions.

Year-End Personnel Strength in Close Balance With Ceiling Early in June the possibility arose that Congress, in providing operating funds for agencies whose FY '65 appropriations have not been passed, might insert a limit in the resolution that would establish our on-duty strength of 30 June as our ceiling for FY '65. Although it now appears that this restriction will not be imposed, an all-out effort was made to bring the Agency up to full strength before the month closed. As a result, [REDACTED] employees were entered on duty making a year-end strength of [REDACTED] -- only 10 short of our current ceiling of [REDACTED]

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II OTHER ACTIVITIES

1. RECRUITING

University Associates Conference The 1964 Annual Conference of University Associates will be held at Headquarters on Monday and Tuesday, 2-3 November.

New Sources of COT's Being Explored Two significant developments can be reported in our continuing efforts to open up new sources from which more mature, experienced COT's can be drawn. The first involves arrangements made last March with the Kansas City USMC Reserve Records Center to obtain a list of all inactive reserve officers in the District between ages 23-29. After the list was screened, letters were sent to about 500 of the reservists inviting them to consider career employment opportunities in CIA. So far, about 30 have been interviewed. And the results seem promising enough to warrant our exploiting similar records in other military commands.

The second development, of special interest to DD/S perhaps, has to do with our tapping the Civil Service register for Management Interns. Each year CSC

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conducts an elaborate and highly selective examination to provide candidates for the 25 agencies that sponsor Management Intern Programs. In FY '64, for example, 17,330 applicants took the written MI test; 1,955 passed, of whom 1,400 went on to the oral examination. From the latter group 495 were selected as MI candidates, 280 were placed in a "B" group signifying that they demonstrated good potential for managerial development but did not quite meet the top standards for MI candidacy, and 665 failed. The 25 sponsoring agencies get first crack at successful MI candidates and other agencies cannot join the competition until 9 months after the register is established. However, there's "open season" on the "B" group and CSC has agreed to let us have their names just as soon as the register is set up. We believe the group will contain many fine prospects with particular qualities we are seeking and should be well worth our exploiting.

Economists At our suggestion, ORR has reviewed applications received in a nation-wide Economist Examination (GS-9 to 15) being administered by the Board of Civil Service Examiners in the Department of Labor. Twelve applications were of sufficient interest to ORR to warrant follow-up.

ORD Seeks Medical Officers in New Orleans On 15-16 June a senior member of ORD, accompanied by our Southwest Recruiter, met with 20 faculty members from the LSU and Tulane Medical Schools in New Orleans. The purpose of the meeting was to explain some of the work of the Life Sciences Division in ORD to these key faculty members with the hope that through them we might reach candidates for full-time employment in the Life Sciences area, one of our most difficult recruitment requirements.

Military Requirements During FY '64 the Agency's military personnel strength rose 16%. All of the increase was in Air Force personnel as shown below:

	Military Personnel On Duty <u>30 June 63</u>			Military Personnel On Duty <u>30 June 64</u>			
	Off.	Enl.	Total	Off.	Enl.	Total	
Army	[REDACTED]						25X9A2
Navy							
USMC							
USAF							
Total							

Present indications point to a slight drop in military strength during FY '65. Plans to discontinue activities at [REDACTED] 25X1A6a

25X1A6 [REDACTED] will cut 55 military positions and these will be offset only partially by expansions elsewhere. This shifting trend in military strength can be seen most clearly in a comparison of procurement actions being processed a year ago against those in process now. The level has dropped from 395 on 30 June '63 to 151 actions in process 30 June '64. At present, military requisitions are closely

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tied to normal rotational losses and we expect this situation to continue for the foreseeable future.

Clerical Recruiting The month of June brought a sharp break in the clerical log-jam. This was due partly, of course, to our move to bring the Agency's total strength as nearly up to ceiling as possible by 30 June. In connection with this effort, some "pool" members were entered on duty with provisional clearances. However, the remarkable speed with which Security is currently handling clerical investigations should dispose of this group very quickly. By month's end the clerical score was:

Clericals in pool 31 May -  
EOD during June -  
Assigned during June -  
Separated during June -  
In pool 30 June -

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New applicants put in process  
Total applicants in process

## 2. PROMOTIONS

Quality Increases During FY '64 a total of [redacted] quality increases were granted. Comparable figures are not available for FY '63, of course, since QSI's were first authorized in February 1963.

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Step Increases During FY '64, step increases of 39 employees were withheld under the "acceptable level of performance" standard. The cases have been disposed of as follows:

23 are still being withheld  
7 were granted on a deferred basis after improvement  
8 employees resigned  
1 employee was downgraded  

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39

## 3. MILITARY AFFAIRS

CIA Reservists Stress Counterinsurgency Training The 15th running of a Basic Course in Counterinsurgency, developed in 1961 for the Agency's military reserve program, took place in June [redacted] CIA reservists have now completed this course which is largely self-taught, with the students themselves providing most of the instruction based on materials supplied them in pre-arranged "instructor kits."

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Counterinsurgency Course II (Advanced), developed last year, has been offered 3 times so far to a total of 67 reservists. A third course emphasizing "Intelligence and Counterintelligence" in Counterinsurgency is in preparation.

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#### 4. BENEFITS AND SERVICES

Funds for John F. Kennedy Library In the drive concluded 30 June for the John F. Kennedy library, Agency employees contributed or pledged a total of \$6,886.

1964 Savings Bond Campaign A preliminary report on this year's Savings Bond Campaign conducted from 11-22 May shows 468 new bond allotments and 95 increases for a total of 563. This compares with last year's total of 418 new and increased allotments.

Retirement Report During June the Agency Retirement Board sent letters to 141 employees reminding them of their eligibility for retirement in 1969. At that time 41 of the eligibles will have 30 or more years of Federal service.

During the first 6 months of 1964, 51 employees who were eligible for retirement, or within 5 years of eligibility, separated from the Agency for the reasons shown:

- 27 optional retirements (age 62 and 5 $\frac{1}{2}$  years service)
- 6 optional retirements (age 60 and 30 $\frac{1}{2}$  years service)
- 4 disability retirements
- 1 mandatory retirement
- 8 resigned
- 5 died
- 51

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UBLIC Insurance A final report on the recent UBLIC insurance campaign lists [redacted] policyholders with \$81,500,000 insurance in force!

Membership Drive for Employee Activity Association On 25 June the Chief of the Benefits and Services Division briefed the Personnel Advisory Board on the proposed membership drive for the Employee Activity Association. The reaction of the group was generally favorable, but the Board was unable to take a final position because the DD/P member asked for additional time to consider the extent to which Clandestine Services personnel may be limited in participating in the Association's activities. An early resolution of this question is expected and should enable the drive to get underway very soon. Meanwhile, the General Counsel has completed the work necessary to incorporate the Association in Virginia. At present, the new corporation is still under control of the private attorney who handled the matter but during the next few weeks will be shifted to CIA control.

Physical Fitness Facility at Headquarters Plans are moving ahead rapidly for the "physical fitness" facility to be set up in the Headquarters basement area. During June the layout of the facility was approved; decisions were made (with outside technical advice) regarding the equipment to be installed; and contracts were let to purchase the equipment. Proposals are now being developed for administering the facility -- i.e., hours of operation, maintenance, attendance, etc.

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Credit Union Assets Still Climbing With each successive month the assets of the Credit Union hit a new high. On 31 May they totaled \$10,515,000!

Longevity and Retirement Awards Plans are already underway for the Longevity Awards Ceremony to be held in September. In addition, criteria are being developed for review and approval with respect to the award of the newly authorized Retirement Medallion.

#### 5. AWARDS

NPIC Employee Gets \$1,000 Suggestion Award An interim award of \$1,000 has been paid to an NPIC employee for a most significant administrative improvement that affects the entire Intelligence Community. An additional award may be forthcoming next year after sufficient experience has established the tangible value of the suggestion.

Logistics Launches Suggestion Campaign To give an extra boost to the Agency's Employee Suggestions Program, the Office of Logistics is conducting a special campaign among its members for suggestions in connection with its "Logistics Improvement Program." The theme of the campaign is "Come Alive in '65."

#### III SPECIAL REPORT

The Special Report is being omitted this month.

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